

How to Select Case Participants when Filing a Counter Claim, Cross Claim, or Third-Party Complaint

1. If a Counter Claim, Cross Claim or Third-Party Complaint is selected on the Document tab, a new section at the bottom of the screen will appear asking you to 'Select Target Case Participants'.

Load Document at the end

Document #: New Document Filing Fee: \$0.00 Clear

Search: Enter Search criteria and tab or hit enter to filter the list Document Category: Answer Document Type:

Answer

<input type="checkbox"/> Amended Answer	<input checked="" type="checkbox"/> And Counterclaim	<input type="checkbox"/> And Cross Claim	<input type="checkbox"/> Answer
<input type="checkbox"/> Answer And 3rd Party Complaint	<input type="checkbox"/> Answer To Cross Claim	<input type="checkbox"/> Of Garnishee	<input type="checkbox"/> To 3rd Party Complaint

1 - 2 of 2 items

* Document Title:

Pages:

Select Target Case Participant(s)

☐ Owen Equities, LLC, Plaintiff
☐ ROBERT [REDACTED], Defendant
☐ GERLINA [REDACTED], Defendant

2. Enter the name of the document in the 'Document Title' box.

Answer

<input type="checkbox"/> Amended Answer	<input checked="" type="checkbox"/> And Counterclaim
<input type="checkbox"/> Answer And 3rd Party Complaint	<input type="checkbox"/> Answer To Cross Claim

1

* Document Title:

3. Select the party you are filing the Counter Claim, Cross Claim or Third-Party Complaint** against.

* Document Title:

Pages:

Select Target Case Participant(s)

☒ Owen Equities, LLC, Plaintiff

☐ ROBERT [REDACTED] Defendant

☐ GERLINA [REDACTED] Defendant

☐ MARILYN [REDACTED] Defendant

☐ Nicole [REDACTED] Defendant

☐ Michael [REDACTED] Defendant

If the party does not appear on this screen, return to the Case Participant tab and click the "Add New Party(s)" link to add a party.

* Upload:

4. The DOCUMENTS tab will show the chosen "Target Case Participants".

Filter

Case Information

Case Participants

Documents

ServiceList

Fees and Payments

Review and Submit

Uploaded Documents

#	Document	Document Type	Target Case Participant
	Insert Lead		
1	<div>Remove</div>	ANSWER AND THIRD PARTY COMPLAINT	Jane Doe

5. Click 'Browse' to upload a document from the user's computer. Click 'Save'.

Answer

☐ Amended Answer ☒ And Counterclaim

☐ Answer And 3rd Party Complaint ☐ Answer To Cross Claim

* Document Title:

Select Target Case Participant(s) ☒ John Doe Third Party, 3rd Party Defendant

If the party does not appear on this screen, return to the Case Participant tab and click the "Add New Party(s)" link to add a party.

* Upload:

6. eFileAZ will generate a summons for each Target Case Participant when choosing either Answer and Third-Party Complaint or Third-Party Complaint.

7. If you are submitting a document other than a Third-Party Complaint and the Party does not appear on this screen, please contact the Clerk of Court to request the party be added to the case record. Please allow 1 hour after contacting the Clerk of Court before re-trying your submission.

****If you are submitting a Third-Party Complaint and the Third-Party Defendant does not appear on this screen, return to the Case Participant tab and click the 'Add New Party' link. Select Third-Party Defendant from the 'Party Role' drop-down and enter the party's information.**

File Case Information **Case Participants** Documents ServiceList Fees and Payments Review and Submit

Please click the applicable checkbox(s) of the Attorney-Party Team associated with your submission.

Side 1 Plaintiff(s)

	Party(s) I am filing on behalf of
<input type="checkbox"/> Attorney-Party Team	
<input type="checkbox"/>	Owen Equities, LLC

[Add New Party](#)

Side 2 Defendant(s)

	Party(s) I am filing on behalf of
<input type="checkbox"/> Attorney-Party Team	
<input type="checkbox"/>	ROBERT KUPFER

[Add New Party](#)

Add Case Participant

• Party Role:

• Type:

3rd Party Defendant

Defendant

Intervenor

Return to the Documents Tab, choose 'Answer and Third-Party Complaint', and the newly added Third-Party Defendant will appear as a Target Case Participant. Follow steps 4-7 listed above to complete the process.

Answer

☒ Answer And 3rd Party Complaint

1

* Document Title:

Pages:

Select Target Case Participant(s)

- ☐ Owen Equities, LLC, Plaintiff
- ☐ ROBERT [REDACTED], Defendant
- ☐ GERLINA [REDACTED], Defendant
- ☐ MARILYN [REDACTED], Defendant
- ☐ Nicole [REDACTED], Defendant
- ☐ Michael [REDACTED], Defendant
- ☒ Jane Doe, 3rd Party Defendant

If you have questions, please contact the AOC Support Center at 602-452-3519 or 800-720-7743 or visit <https://azcourts.gov/efilinginformation>